

Town of Frederick Board of Trustees



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AM 2009-055

To Consider an Amendment to the Downtown Development Study Contract

Agenda Date: June 23, 2009

Attachments: a. Contract Amendment

Fiscal Note: None noted or provided Fiscal note

Marcia Seiman
Finance Director

Submitted by: Jennifer Simmons
Planning Director

Approved for Presentation: Sub Todd by [Signature]
Town Administrator

AV Use Anticipated Projector n/a Laptop n/a

Certification of Board Approval: _____
Town Clerk Date

Summary Statement:

The contract with Pacific Municipal Consultants (PMC) to complete work on the Downtown Development Study is proposed to be amended.

Detail of Issue/Request:

Based on feedback from the community, property owner, and Town staff, PMC is working to revise the Vision Plan as part of the Downtown Development Study. The amount of funds initially allocated for this portion of the study is not sufficient to complete the revisions necessary. PMC provided the following two alternatives to consider:

1. Complete the substantial revisions to the vision plan with a budget augmentation of \$4,000.

2. Substantially cut back on the detail in the final vision plan, omit Ad Hoc Committee meeting #4, and omit the intermediary Public Draft of the Downtown Development Plan.

It was imperative with staff to attempt to find the funds to complete the revisions necessary to complete the Vision Plan. The second alternative would only be considered if funding absolutely unavailable. Funding of \$3,200 was re-allocated within the Planning Department budget to cover the costs of revising the Vision Plan. PMC agreed that the necessary revisions could be completed for this amount and agreed to the contract amendment for this amount.

Legal/Political Considerations:

Not applicable.

Alternatives/Options:

The Board of Trustees may choose to allocate the \$3,200 from the Planning Department for the Downtown Development Study or direct staff to use either a different dollar amount or funds from another source. Another alternative is to not amend the contract at all and go with the second alternative listed above.

Financial Considerations:

The \$3,200 was not originally allocated for the Downtown Development Study. \$2,000 of it was originally allocated for the Small Equipment line item. This expense can be deferred to 2010. The remaining \$1,200 will be taken from the Training line item.

Staff Recommendation:

Staff recommends approving the amended contract for the amount of \$3,200.